



Board of Trustees Meeting Agenda September 11, 2014

MEETING MINUTES

The Open Session of the Rhode Island Nurses Institute Middle College was called to order at 4:00pm on the above date at 150 Washington Street, Providence, RI, pursuant to the applicable provisions of the Open Meetings Act, so called other APPLICABLE SECTIONS OF THE General Laws of the state of the Rhode Island as amended.

Board Members Present: Donna Policastro, Angela Patterson, Nancy McMahon, Michael Van Leesten, Christine Rei, Gerald Williams, Joslin Leasca, Jane Williams, Kara Misto

Excused: Charles Alexandre

Staff Present: Pamela McCue, CEO, Mike Abney, CFO, Keith Oliveira, COO, Patricia LaSalle, Executive Assistant, Brian Butler, CAO,

1. Meeting called to order at 4:00 pm by Donna Policastro. A quorum was established.

Ms. Policastro asked if any board members had a conflict of interest pertaining to any of the agenda and voting items. None were reported

2. Discussion/vote to approve meeting minutes of August 14, 2014.

On motion of Joslin Leasca and seconded by Christine Rei, the present Board members unanimously voted to accept the minutes of August 14, 2014.

3. Administrative Reports

i. Pamela McCue presented the CEO Report (attached).

ii. Michael Abney gave the financial report.

- A meeting was held with Bristol County Savings Bank to discuss investment options.
- Income from small grants are coming in to support programmatic and general operations
- Admission numbers are not at projections and if not attained will effect revenue projections.
- Salary and benefit actual spending are lower than budget projections.

4. Public Comments- No public comments were made

5. Old Business

i. Discussion/vote Brown University/RINIMC Partnership

Ms Policastro informed the Board that they had received the copy of the MOU as requested at the last meeting. The MOU was signed by the CEO in July with the agreement of the previous Board. The specifics of the "Scope of Work" designated in a grant proposal are still being worked on by content experts including Dr. Marcella and RINIMC's Curriculum Coordinator. Ms. Policastro informed the Board no voted was needed at this time.

ii. Discussion/vote to appoint members of the RINIMC Building Committee

Ms Policastro reminded the Board that at the last meeting, Mr. VanLeestan was appointed chair of this committee. Ms Policastro asked if any other board members would like to serve on this

committee. Mr. Vanleesten recommended that that the Board should consider appointing committee members outside of the Board and from the broader community. On motion of Dr. Leasca, seconded Ms. Rei, the present board members unanimously voted to accept Mr. VanLeeston' recommendation to appoint members outside of the Board. Ms. Policastro requested that each Board member consider this and be ready to nominate potential members at the next meeting.

- iii. Discussion/vote to appoint RINIMC Finance Committee
On motion of Jane Williams, seconded by Nancy McMahon, the present board members unanimously voted to establish the Finance Committee with the appointment of Nancy McMahon as Chair.
- iv. Discussion/vote to appoint RINIMC Fundraising Committee
On motion of Nancy McMahon, seconded by Jane Williams, the present board members unanimously voted to appoint Joslin Leasca as Chair, Angela Patterson and Christine Rei as members.
- v. Discussion/vote on Board of Trustees meeting calendar for 2014-2015
On motion of Christine Rei, seconded by Michael Van Leesten, the present board members unanimously voted to hold Board of Trustees meetings on the second Thursday of every month with the exception of December and July for the calendar year 2014-2015. All meetings will run from 4:00 pm to 5:30 pm.
- vi. Discussion/vote to create a RINIMC Alumni Association
On motion of Joslin Leasca, seconded by Michael Van Leesten, the present board members unanimously voted to create the RINIMC Alumni Association.

6. New Business

- i. Discussion/vote amended academic calendar 2014-2015
On motion of Nancy McMahon, seconded by Christine Rei, the present board members unanimously voted to amend the academic calendar 2014-2015.
- ii. Discussion/vote on the following proposed amendments to the 2014-2015 Student Handbook
 - a. page 2, "School Campus"
 - b. page 4, "Guidelines for Attendance: 12 plus" and "Class Attendance"
 - c. page 5, "Social Worker Visit" and "Social media, et al"
 - d. page 6, "Uniforms"
 - e. page 8, " Internet Acceptable Use Policy"
 - f. page 10, Due Process for Students and Parents

Ms McCue informed the Board that these amendments were updates to the student handbook and not major revisions in policy. On a motion of Jane Williams, seconded by Nancy McMahon, the present board members unanimously voted to amend all revisions, including spelling corrections, to the 2014-2015 Student Handbook.

On discussion, Jane Williams presented the idea of having tattoos addressed in the student handbook. Dr. Williams explained that many students do not realize the implications of having tattoos, the location of them, and the implications of employment in a health care setting. Nancy McMahon explained that Lifespan has an employee policy that employees cannot have exposed tattoos. Chairperson Policastro noted that this information should be addressed in the student orientation packet and part of the

workforce development curriculum. The school, although cannot enforce students from being tattooed it is noted that the school has “responsibility” to educate students about tattoos and its relevance in the nursing practice.

- iii. Discussion/vote on the following proposed amendments to the RINIMC Employee Manual
 - a. p. 25 section 3. E-mail Use and Sec 4. ViolationOn motion of Angela Patterson, seconded by Christine Rei, the present board members unanimously voted to amend these sections of the RINIMC Employee Manual.
- iv. Discussion/vote on the proposed policy on “Public Comment during the RINI Board of Trustees Meeting”.
On motion of Jane Williams, seconded by Joslin Leasca, the present board members unanimously voted to adopt the proposed policy on “Public Comment during the RINI Board of Trustees Meeting”.
- v. Discussion/vote to appoint the Special Projects Review Committee
On motion of Joslin Leasca, seconded by Christine Rei, the present board members unanimously voted to appoint Angela Patterson, Jane Williams, and Kara Misto to the Special Projects Review Committee.
- vi. Discussion/vote on RINIMC Faculty/Staff Appointments for Academic Year 2014-2015
 - a. Robin Jeter- Social Studies Teacher/Building Substitute
 - b. Joseph Margres- Social Studies Teacher
 - c. Brianna Mendonsa- Math TeacherOn motion of Joslin Leasca, seconded by Kara Misto, the present board members unanimously voted to approve these appointments

7. Executive Session pursuant to R.I.G.L. §42-46-5(a)(2) – discussions pertaining to litigation: Chariho Regional School District, et al. v. Rhode Island Nurses Institute Middle College, et al

Donna Policastro called the Open Session back to order at 5:29pm.

Vote to Seal Minutes of Executive Session Pursuant to Sections of 42-46-5 of the Rhode Island General Laws.

On motion of Jane Williams and seconded by Angela Patterson, the present Board members unanimously voted to keep confidential all matters discussed in the Executive Session and to seal those minutes.

8. Adjournment

On motion of Angela Patterson, seconded by Jane Williams, it was unanimously voted to adjourn at 5:30pm.